

LESSON PLAN

Unit 2. TEAM BUILDING

X-XXX-XXX2 Rev B

Topic 2.1 Team Building

CLASS PERIODS: 1

LAB PERIODS: 0

Enabling Objectives:

- 1.1 **IDENTIFY** the terms Team and Teamwork in accordance with The Team Handbook, By Peter R. Scholtes
- 1.2 **IDENTIFY** the importance of Teamwork in the Work Center in accordance with The Team Handbook, By Peter R. Scholtes

Trainee Preparation Materials:

A. Trainee Support Materials:

- 1. None

B. Reference Publications:

- 1. None

- 1. The Team Handbook, Peter R. Scholtes, NSN 0120LF0206300

C. Training Materials Required:

- 1. Training Materials
 - a. Information Sheet, Key Factors in Team Building, 2-1-1
- 2. Transparencies
 - a. Anticipate and Prevent Conflict, 2-1-7
 - b. Recipe for Successful Teams, 2-1-4
 - c. Summary, 2-1-11
 - d. Team, 2-1-3
 - e. Team Building, 2-1-1
 - f. Team Concept, 1-1-1
 - g. Teamwork, 2-1-10
 - h. Teamwork Concept, 2-1-5
 - i. Teamwork Guidelines, 2-1-6
 - j. Teamwork in the Work Center, 2-1-8
 - k. Working as a Team, 2-1-9

Instructor Preparation:

A. Review Assigned Trainee Material

B. Reference Publications:

LESSON PLAN

Unit 2. TEAM BUILDING

X-XXX-XXX2 Rev B

Topic 2.1 Team Building

DISCUSSION POINT

1. Introduction

RELATED INSTRUCTOR ACTIVITY

1. Establish Contact.

Write name on VAP board.

Introduce Yourself.

State Lesson Objectives.

The Navy places tremendous emphasis on teamwork. The nature of our missions and success is dependent on the ability of Sailors to function as a team. In this topic, we will discuss the team and teamwork concept.

Reference The Team Handbook, Peter R. Scholtes, NSN 0120LF0206300.

2. Team Building

2. Show Transparency 2-1-1, Team Building.

a. Team Concept

a. Show Transparency 2-1-2, Team Concept.

- (1) A productive work scope helps create a good team concept and generates energy

LESSON PLAN

Unit 2. TEAM BUILDING

X-XXX-XXX2 Rev B

Topic 2.1 Team Building

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(2) A winning team is affected by factors such as:

(a) Visionary thinking

(b) Collective self-confidence and high self-esteem

(c) Barrier breaking goals

(3) Barrier breaking goals are important for individuals as well as teams to reach peak performance

(4) There is no "I" in "Team"

(5) Team

(5) Show Transparency 2-1-3, Team.

(a) Two or more people working together to accomplish clear, common goals

LESSON PLAN

Unit 2. TEAM BUILDING

X-XXX-XXX2 Rev B

Topic 2.1 Team Building

DISCUSSION POINT

- (b) It is natural for team members to wonder how they will fit into the team, and what will be expected of them
- (c) With few exceptions, team members want the team to succeed
- (6) Recipe for Successful Teams
 - (a) Clarity in team goals - if a team does not have a clear, well defined, measurable goal, it is difficult for team members to use their skills effectively
 - (b) An improvement plan: Have a flow chart or similar document describing the steps of a project. This will help to avoid any confusion over role responsibility

RELATED INSTRUCTOR ACTIVITY

- (6) Show Transparency 2-1-4, Recipe for Successful Teams.

LESSON PLAN

Unit 2. TEAM BUILDING

X-XXX-XXX2 Rev B

Topic 2.1 Team Building

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (c) Clearly defined roles - To use each member's talents and involve everyone in team efforts and activities so no one feels left out or taken advantage of
- (d) Clear communication - Try to avoid interrupting and talking when others are speaking
- (e) Beneficial team discussions encourage the exchange of information among team members and will help to seek information and new ideas
- (f) Well defined procedures
- (g) Balanced participation - All members should contribute to most discussions

LESSON PLAN

Unit 2. TEAM BUILDING

X-XXX-XXX2 Rev B

Topic 2.1 Team Building

DISCUSSION POINT

- (h) Establish ground rules - To discuss what behaviors are acceptable and unacceptable
- (i) Awareness of the group process - See, hear, and feel how the group acts
- (j) Use of the scientific approach - Seek permanent solutions rather than rely on quick fixes, for the quick fix will have to be fixed again and again

b. Teamwork Concept

- (1) A joint action by a group of people in which individual interests are subordinated to produce group unity and efficiency
- (2) Some guidelines to follow when operating as a team are:

RELATED INSTRUCTOR ACTIVITY

b. Show Transparency 2-1-5, Teamwork Concept.

- (1) Give examples of where teamwork is important in the Navy. Discuss teams that the student may be involved with (refueling-at-sea, firefighting, damage control, etc.).
- (2) Show Transparency 2-1-6, Teamwork Guidelines.

LESSON PLAN

Unit 2. TEAM BUILDING

X-XXX-XXX2 Rev B

Topic 2.1 Team Building

DISCUSSION POINT

- (a) Offer constructive feedback (positive and negative)
- (b) Anticipate and prevent conflicts within the team, whenever possible
 - 1) Conflicts are inevitable
 - 2) Deal with them head-on to ensure accurate communication between the conflicting parties
- (c) Think of each problem as a team problem
- (d) Do not overact if something goes wrong
 - 1) But take the problem seriously

RELATED INSTRUCTOR ACTIVITY

- (b) Show Transparency 2-1-7, Anticipate and Prevent Conflict.

LESSON PLAN

Unit 2. TEAM BUILDING

X-XXX-XXX2 Rev B

Topic 2.1 Team Building

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

2) Look for a better solution

(e) Listen to each other and do not interrupt

1) This will allow all ideas, or suggestions,
to be brought to the table

2) It will make the more non-assertive
personnel want to input ideas without the
fear of ridicule

3. Importance of Teamwork in the Work Center

3. Show Transparency 2-1-8, Teamwork in the Work Center.

a. The output and quality from a work center will increase
because the feeling of belonging will be satisfied

b. It fosters an atmosphere of creative and innovative ideas
and solutions

LESSON PLAN

Unit 2. TEAM BUILDING

X-XXX-XXX2 Rev B

Topic 2.1 Team Building

DISCUSSION POINT

- c. Communication through the work center and connectivity to other outside areas will improve
- d. In times of difficulty, the odds of total work center breakdown decreases
- e. Improves individual talents and increases all-around knowledge
 - (1) You have a vast amount of knowledge and talent in a normal work center
 - (2) By complimenting each other's talent and knowledge, they will rub off on the others that are not that knowledgeable in that area

RELATED INSTRUCTOR ACTIVITY

- e. Show Transparency 2-1-9, Working as a Team.

LESSON PLAN

Unit 2. TEAM BUILDING

X-XXX-XXX2 Rev B

Topic 2.1 Team Building

DISCUSSION POINT

- f. Comment: When you have the right people who share the same values, goals, and purpose, this gives them opportunities and incentives to excel in a supportive environment in which they feel free to contribute as a team, then the team will succeed

RELATED INSTRUCTOR ACTIVITY

- f. Show Transparency 2-1-10, Teamwork.

Distribute Information Sheet, Key Factors in Team Building, 2-1-1.

4. Summary

- 4. Show Transparency 2-1-11, Summary.

- a. Team and Teamwork

- b. Teamwork in the Work Center

5. Assignment

- a. None

LESSON PLAN

Unit 2. TEAM BUILDING

X-XXX-XXX2 Rev B

Topic 2.1 Team Building

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RELATED INSTRUCTOR ACTIVITY

6. Evaluation

a. None